

INSTRUCTIONS FOR
THE
ANNUAL NOXIOUS WEED ERADICATION PROGRESS REPORT

BEFORE YOU BEGIN

1. Complete the worksheet "Treatment summary for one weed" for each noxious weed.
 2. Complete the worksheet "Survey of one weed" for each noxious weed.
 3. Compare the Infested vs Treated acres for each noxious weed in each land category.
 4. Use the Noxious Weed Director's Adjustment of Estimated Acres column to make adjustments where appropriate. Are you treating acres that are not reported as infested? Are you treating many times more acres of a noxious weed than you report infested? For example: you report 50 acres of musk thistle in CRP as infested and 2,000 as treated. You do not report any field bindweed in grain sorghum but show 200 acres were treated. You report 100 acres of field bindweed on county roads but report 1200 as treated. You will need to decide if the error is in the reported acres or in the treated acres and make corrections accordingly. In some cases, sales data may have been reported in the wrong land use category.
 5. When the Survey and Treatment worksheets are correct, begin completing the remainder of the report.
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6. Be sure to attach both worksheets for each noxious weed with the report. Computer generated forms are acceptable.

TREATMENT SUMMARY FOR ONE WEED

The information should be recorded monthly through the year. When you are ready to complete the annual report, all you have to do is to total the columns. If you are using a computer, you should print the information monthly to verify the data is being entered correctly. The section titled "Treatments with Approved Herbicides and Methods" should be filled in with the herbicides and methods (cultivation, biological control, mowing, etc.) that were used for each weed. If a tank mix is used, record the acres treated with the tank mix. Remember, you are filling out a different sheet for each weed. The total treated by land category must equal the total treated with approved herbicides and methods. If you know of acres that were treated but you did not sell the herbicide, report those acres as being treated in the "Acreage Treated by Land Category" and the "Treatments with Approved Herbicides & Methods" category. If you do not know the herbicide used, list the treatment as unknown. Be sure to complete the enforcement summary, at the top of the work sheet, for each noxious weed.

SURVEY WORKSHEET

Summarize your monthly survey work for each weed on the worksheets. At the end of the season, it should be a simple task to total the columns, calculate the estimated infestation and modify that estimate if you feel it is in error. The total acreage surveyed will always be the number of sections you actually surveyed, regardless of the number of times you visited each section. If you surveyed all 10 sections,

the acres surveyed will be 6400 acres, even though you walked across each section twice. Example: At the end of the year you found a total of 245 acres of field bindweed in wheat. You surveyed 8 of the sections (5120 acres) and the total acreage of all the land in your county is 576,000 acres. (acreage infested) divided by 5120 acres X 576,000 = estimate

245 divided by 5120 = 0.04785

0.04785 X 576,000 = 27562.5 acres of field bindweed in wheat

In this example, enter 27,562 acres in the Estimated Acreage Infested column. If, based upon your knowledge of field bindweed in your county, you believe the actual acreage of field bindweed in wheat is more or less than 27,562 acres, adjust the amount accordingly. Example: Based upon sales of herbicides for field bindweed in wheat, contact with landowners, applicators, and previous surveys you feel that 15,000 acres of field bindweed in wheat is a more accurate estimate. You would put 15,000 acres in the Weed Director's Adjustment of Est. Ac. Column and use the adjusted figures on page 2 of the annual report.

PLEASE NOTE: Noxious weeds known to be in the county but not detected by the survey should be reported on page 2 of the Annual Weed Eradication Report!!

NOXIOUS WEED DEPARTMENT PERSONNEL

Name - Record the name of all of the personnel employed by the department for the year.

Job Title - Record the job title for each person named (director, secretary, assistant director, summer help, etc)

% Time spent - Record the percent of time spent working for the Noxious Weed Dept. (if 100% of the employees time for the year is working for the Weed Dept. record 100%, if the employee works 6 months for the Weed Dept and 6 months for the Appraisers Office, record 50%).

FINANCIAL SUMMARY

BUDGET

Budget - Record the total amount budgeted for the report year. If the budget was amended be sure to use the new total.

Mil levy - Record the mil levy used to generate the budget for the report year. This may be listed as the 1997 levy for 1998 which means that the levy was established in 1997 for the 1998 budget year.

Valuation - Record the county valuation used at the time the levy was established.

All of the information listed above may be obtained from the County Clerk and should be on file in your office.

EXPENDITURES

Revised 11/98

Personnel - Record the total spent on salaries and benefits for all Weed Department employees.

Contractual - Record all contractual services such as utilities, contracts for repair of equipment, travel expenses, dues, bond and insurance, legal publications, sales tax, etc.

Commodities - Commodities are tangible items such as chemicals, repairs, fuel, equipment, etc. List the total expenditure for chemicals separately. All other commodities are to be totaled and put in the box so labeled. The total of chemicals and other commodities is to be placed in the box to the right labeled "Total commodities".

Capital outlay - Record the total expenditures for capital outlay items purchased during the year. Capital Outlay items are items that have a life expectancy of greater than 1 year.

TOTAL EXPENDITURES - Total of all of the items in the expenditure block.

REVENUE

Budgeted carryover - This is the amount budgeted to be carried over to fund the budget. This figure is on the official budget form. If the amount carried over is less, use the actual amount carried over.

County appropriation - This is the total distribution of tax funds into the Noxious Weed fund which includes the tax levy, motor vehicle tax and any other tax distribution.

Current reimbursement - Record the total reimbursement for chemical equipment & labor and any other reimbursement received.

Total reimbursements - Total of all reimbursements.

Old accts. collected - Total all reimbursements received from the previous years sales that were collected during the report year.

TOTAL REVENUE - Total of all revenue received. Total revenue will not necessarily equal total expenditures. The difference should be at least as much as what was budgeted for carry over.

Carry over next year - This figure comes from the official budget form and is the amount budgeted to be carried over from the report year to the next year. Example: budgeted carry over from 1998 to the 1999 budget.

CAPITAL OUTLAY FUND

The Capital Outlay Fund is a separate fund, established by resolution for the purpose of accumulating money for purchase of large items, such as, vehicles, buildings or improvements. Funds are placed into and out of the fund by resolution of the County Commissioners. Some counties have established a common capital outlay fund for all departments. If this is the case, record the amount transferred from the Noxious Weed Fund to this fund and the amount used by the Noxious Weed Department.

Beginning Balance - Record the beginning balance of the fund. This should match the previous years ending balance.

Receipts - Record all amounts transferred into the Capital Outlay Fund.

Expenditures - Record all expenditures from the fund. If money is transferred back to the Noxious Weed Fund, record the amount and indicate that it was a transfer not a purchase.

Ending Balance - Record the balance in the fund at the end of the report year.

Ending Balance = Beginning balance + receipts - expenditures

ESTIMATED ACREAGE OF NOXIOUS WEEDS

This information is taken from the Noxious Weed Survey Work sheet for each noxious weed. Transfer the totals in the column titled "Estimated Acreage Infested" or "Noxious Weed Director's Adjustment of Est. Ac." if you felt an adjustment was necessary. Please note, the Private Lands column is broken down by crop at the bottom of the page. The total acreage for each noxious weed in the private lands sub-section should equal the total for each noxious weed in the Private Lands column. If your survey did not detect a noxious weed that you know is in the county, **PLEASE** record that information on this section of the form. If it is on private land, show the crop to the best of your knowledge. If you have declared any county option noxious weeds as noxious, you must record the noxious weed and the acreage. I would appreciate your recording the acreage of sericea lespedeza, multiflora rose and bull thistle whether or not they have been declared noxious in your county.

HERBICIDE DISBURSEMENT SUMMARY

For each herbicide used by the Noxious Weed Department, record the average purchase price, the cost share price and the total disbursed. Please indicate the units in gallons, pounds or ounces. Blank spaces are provided for additional herbicides. If the herbicide was used only by the county for non-noxious weed control, reporting the cost share price is irrelevant. If you used herbicides purchased from another fund for non-noxious weed control, report the herbicide and the amount in the total disbursed column. The reporting of adjuvants and marker dyes is not necessary. If you need additional spaces attach another sheet with the information. **DO NOT REPORT TANK MIXES !!!**

ENFORCEMENT SUMMARY

Transfer the enforcement information recorded monthly from the treatment summary work sheet to this section. Accounts to tax roll, meetings sponsored, demonstration plots and feed and hay inspections are to be filled in from your other records. Space is provided for comments relating to enforcement. Use an additional sheet if needed.

SIGNATURES

Insert the name of the county in the first line, your name and county in the second line. All County Commissioners and the Weed Director must sign this report. Please note, signature by the County

Commissioners constitutes their appointment of you as Noxious Weed Director for the next year. The statement "We certify that _____ is employed as _____ county Noxious Weed Director for 1999." replaces the separate form used in the past. After all of the conditions for approval are met, the KDA will send you a form indicating the Secretary's approval for the year.
